**XIN XIN ZHAO**

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**Profile:**

I am looking for an open position as an **office assistant**, or **an insurance agent, or a financial advisor** with a company where I can apply and further develop my acquired skills. I am a 30 years-old Canadian citizen, and a Chinese immigrant. I would like to start a new career with a company where I can devote myself to.

**Skills:**

-English, Mandarin, Cantonese

-Positive, optimistic, hardworking

-MS-Word, Excel, Access, PowerPoint

-General insurance and financial concepts

**Education:**

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| Diploma - Collegial Studies (DEC) – Insurance and financial advisoryLaSalle College, Montréal, QC. | 2015 - 2018 |
| Certificate – LANCEMENT D'UNE ENTREPRISECenter Of Culture D'art Fengye | 2011 - 2012 |
| Guangdong Experimental High School, Guangzhou, China | 2004 - 2007 |

**Work experience:**

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| **Waiter**Tao restaurant, Montréal* Set the tables, clean the tables
* Take the food orders from customers and serve them cheerfully
* Prepare the soup and the appetizers
* Balance the cash receipts and the tips for the day
 | 2015 - 2018 |
| **Salesman**CNPY Inc , Montréal* Promote the disposable products to restaurant explicitly, like foam container, plastic container chopsticks, sushi box …
* Take the orders from clients and transfer the orders to the company
* Build the communicating bridge between the company and the clients

**Various jobs** * Warehouse of Dollarama, Montreal
* TakFung Food Inc, Vancouver

References from work and schooling are available upon request | 2014 – 20182008 – 2013 |
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